

VERMONT CENTER FOR GEOGRAPHIC INFORMATION, INC.
BOARD OF DIRECTORS
Minutes of Meeting 8-11:10: September 25, 2012

Chair Boes called the meeting to order at 8:05 a.m. The membership was represented as follows:

Richard Boes (Agency of Administration)	Present
Aaron Worthley (Private Sector – GIS Community)	Absent
Peter Fellows (Regional Planning Commissions)	Present
Thomas Hurd (Agency of Transportation)	Present
VACANT (House of Representatives)	Absent
Senator Kevin Mullin (Vermont Senate)	Present
Leslie Morrissey (Higher Education)	Present
Melissa Prindiville (Agency of Commerce & Community Development)	Present
Peter Telep (Agency of Natural Resources)	Present
Bruce Urie (VT Municipalities)	Present
Beverley Wemple (Higher Education)	Present

Executive Director David Brotzman and Senior Project Manager Mike Brouillette represented the staff.

Approval of Minutes

The minutes of the June 19, 2012 meeting were approved unanimously. (TH/BW).

Financial Review

2012 Audit – Representatives from VCGI’s independent auditor Johnson-Lambert presented the results of VCGI’s 2012 Audit to the Board. Bruce Urie made a motion to accept audit, seconded by Leslie Morrissey. The Audit was passed by the Board.

Financial Statements Year-to-Date – Executive Director Brotzman presented the Balance Sheet and Income Statement as of August 31, 2012. Brotzman stated the Center has a net positive cash flow of ~\$12,000 in FY12 due to robust project activity.

2012 Budget – Brotzman presented the Board with proposed revised 2013 budget. The requested changes were limited the Project Revenue estimate and the Subcontractor estimate. Revised budget was passed on a motion by Pete Fellows and seconded by Leslie Morrissey.

Richard Boes asked whether VCGI has done any analysis on additional business development possibilities in the state realm and also whether this is a limitation of our current size, e.g., AHS. Relating to that is the discussion of non competition with private sector – Richard noted that if the projects were state related that it wouldn’t be a conflict. Tom Hurd and others noted this isn’t always a perfectly clear line.

Fellows suggested VCGI make a one pager on what the core funding is appropriated to quantify what outreach is being done and how much we have available. This would enable the outside world (legislature & appropriations) to better understand what we spend the core funding on.

The Board suggested that VCGI;

- articulate what value the State receives from VCGI,
- determine where there is a need for GIS and how VCGI can fulfill that need.

- provide the Board with a list of activities that VCGI provides, seconded by Chair Boes, it was unanimously approved. Director Telep requested the ED provide a list of services the Center offers, how the Center provides value and a distinction as to who the Center's customers are for the entire Board. The customers should be identified as either direct and/or indirect. The Board also requested a copy of the current strategic plan be distributed to them.

Operational Review

- Indicators Online – VCGI is working with CRS to improve the GUI on the Indicators site. The contract to support CRS is coming to completion. It's not clear how much improvement can be done.
- AGR – Mike Brouillette described the
- NTIA – A question was asked on the broadband mapping contract being performed by Stone Env. Brotzman explained that VCGI is working with them and Stone is doing the mapping related to future roll-out of broadband capacity with Karen Marshall as the contract manager. VCGI is only focused on existing broadband availability.

Staff Report – Staff turnover, Linda Ladd has taken a position with another firm, Eve Dubois (Numberworks) was taken on as a contractor on a part-time, hourly basis. Ivan Brown was hired as Senior Project Manager and he will be focused on work with VEM, Dept. of Public Safety, and HSU. Brotzman explained that Dejung Gewissler has moved into a position as Technical Manager of the NTIA grant.

Mike Brouillette represented the staff. He discussed how the staff and ED have participated in the strategic planning through the Appreciative Inquiry approach.

Other

- Melissa Prindiville suggested reaching out to CMO for strategic planning.
- Brotzman brought up the need to start thinking more deliberately about the future of the organizations business model.
 - Decision on direction for long term viability
 - Plan to move forward
- Fellows noted the need for more details about what the organization does.
- Boes requested that Brotzman give a "homework assignment" for the strategic retreat.

Schedule of Next Board Meeting

The next meeting is planned for December 11th from 8 a.m. until 10 a.m. A notice will be sent with the place for the meeting at a later date.

There being no further business the meeting adjourned at 11:10 p.m. (JD/PF)